



Superior Court
Of Snohomish County

ADMINISTRATIVE ORDER 02-13

Public Disclosure Requests

Adopted: December 13, 2006
Updated: April 10, 2013

Pursuant to the holdings of *Nast v. Michels*, 107 Wn.2d 300, 730 P.2d 54 (1986) and *City of Federal Way v. Koenig*, 167 Wn 2d 341, 217 P. 2d 1172 (2009), the Court is not an agency for purposes of the Public Records Act (PRA), Chapter 42.56 RCW, and thus is not subject to its requirements.

- (1) Although the Superior Court is not subject to the PRA, the Superior Court will in its discretion review all requests for disclosure of records involving the Court. A Public Records Officer shall be appointed by the Presiding Judge.
- (2) Contact information for the Snohomish County Superior Court Public Records Officer:

Public Records Officer
Snohomish County Superior Court
3000 Rockefeller Avenue, MS 502
Everett, WA 98201
Phone: 425-388-3737
Ann.Howard@Snoco.org

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- (3) All requests for disclosure of Court records must be submitted, in writing, to the public records officer. Requests for disclosure of Court records must include the following information:
 - a. Name and contact information of person making request;
 - b. Identification of the requested records by reference to a current index, names, title, subject matter, and time frames, or other means of enabling Court's public records officer to find and make available the requested records; and
- (4) The public records officer shall document the receipt of and, within five working days (excluding weekends and holidays); respond in writing to the request(s) for Court records by either: (a) providing the record; (b) acknowledging the receipt of the request and providing a reasonable estimate of time to respond to the request; or (c) denying the request.
- (5) Review of Denials of Court Records Requests:
 - a. Within five working days of receiving a complete or partial denial of a request for disclosure of Court records (excluding weekends and holidays), the person who submitted the request for disclosure of the Court record(s) may petition, in writing, for review of the denial to the Presiding Judge or his/her designee.
 - b. Review of decisions denying disclosure of Court records shall be completed by the Presiding Judge or his/her designee no later than five (5) working days (excluding weekends and holidays) after submittal of the petition for review of the denial of disclosure of the Court record(s). Final decision making authority over disclosure of Court records of the Superior Court shall be vested in the Presiding Judge or his/her designee.
- (6) Requests from a member of the public for access to Court records that are routinely available for public inspection or copying, such as documents routinely available through court administration need not be made in writing.
- (7) No fee shall be charged for inspection of Court records or locating Court documents. A reasonable charge may be imposed for providing copies of Court records and for use of county equipment to copy Court records.

Superior Court of Snohomish County

Dated this ____ day of _____, 2013

Michael J. Downes, Presiding Judge

Supersedes: Supersedes December 13, 2006